

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2022**

ADMINISTRATION SUPPORT MANAGER

FLSA STATUS: EXEMPT – PAY GRADE: 19 – C

**JOB FAMILY: MANAGERIAL/SUPERVISORY – BUSINESS
JOB FUNCTION: MANAGERIAL/SUPERVISORY**

GENERAL STATEMENT OF JOB

This position is responsible for the efficient management of the day-to-day operations and delegated duties under the leadership of the applicable member of the College President's Executive Leadership Team (ELT) or College President. This position may facilitate the Board agenda development and review process for all recommendations proposed by the applicable ELT member or College President and ensures the accuracy and timeliness of the agenda items. This position facilitates and coordinates processes related to budget management for the assigned department or College.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES *(Depending upon assignment)*

Performs as a generalist using broad knowledge and experience to review and provide guidance to department managers in the areas of process, operations and system flow.

Works closely with ELT members to keep informed of upcoming commitments and responsibilities, and follows up appropriately. Anticipates matters of concern, maintains a sense of environmental issues, and updates leadership as needed.

Maintains office calendars and meeting schedules and the daily, weekly and monthly workplan of the office.

Schedules meetings, coordinates agendas, attends meetings, and takes/transcribes meeting minutes.

Communicates with all levels of internal and external customers, on behalf of the ELT member or College President, on matters related to the assigned department, strategic initiatives, and/or programmatic initiatives.

Performs investigative and special projects research, and prepares reports, documents and related materials for the supervisor and other assigned department personnel related to college administration.

Drafts, edits, and completes written letters, bios, correspondence, and/or other documents.

Maintains the budget for the assigned department and manages all functions related to travel, supplies, meeting expenses, P-Card reconciliation, etc.

Responsible for other duties as may be assigned.

ADMINISTRATION SUPPORT MANAGER - 2

SUPERVISION RECEIVED

Supervision is received from the applicable ELT member or College President.

SUPERVISION EXERCISED

Supervision is exercised over part-time and/or full-time personnel as assigned.

MINIMUM QUALIFICATIONS

An Associate's degree supplemented by a minimum of five (5) years of related experience.

PREFERRED QUALIFICATIONS

A Bachelor's degree from an accredited college or university supplemented by three (3) or more years of related experience in executive level support. Must have effective written and verbal communications skills.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers. Involves some physical effort, such as standing and walking, or light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended periods of time at a keyboard.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

ADMINISTRATION SUPPORT MANAGER - 3

Form/Spatial Aptitude: Requires the ability to visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 10/19/22